

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	27-02-02	4
	Date Filed	Effective Date
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Authority/References KRS 196.030, 196.035, 439.310, 439.3101, 439.600, 439.630 P & P ACA 2A-06, 2A-15, 3D-29	Subject DUTIES OF PROBATION AND PAROLE OFFICERS AND INVESTIGATORS	

I. DEFINITIONS

“Probation and parole investigator” means a person employed by the Division of Probation and Parole who shall prepare pre-sentence investigation reports for the court and performs other duties as required by Corrections or the court, including those persons who are designated to supervise Probation and Parole Staff.

“Probation and parole officer” means a person employed by the Division of Probation and Parole who shall supervise, counsel, and direct an offender on probation, parole, or other form of supervision as directed by the releasing authority and performs other duties as required by Corrections or the court, including those persons who are designated to supervise Probation and Parole Staff.

II. POLICY AND PROCEDURE

- A. An officer shall comply with those duties outlined by statute, designated by the releasing authority or Corrections. Duties of a probation and parole officer shall include:
 1. Investigate cases referred by the Commissioner of Corrections, or designee, the Parole Board, or any court in which the officer is authorized to serve.
 2. Furnish a written statement of the conditions of supervision to each offender and instructing the offender regarding those conditions.
 3. Keep informed concerning the conduct of each person under his supervision and using all available resources such as social services agencies, treatment providers, community agencies and volunteer groups to encourage improvement of the offender's conduct.
 4. Keep accurate and detailed records of case plan decisions, events, and activities regarding offenders. Case records are maintained according to an established format in the offender management system. (3D-29)

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5. Monitor payments in accordance with the order of the Commissioner of Corrections or the releasing authority.
6. Supply written reports to the releasing authority or Corrections, as required.
7. Assess offenders according to criminogenic risks and needs.
8. Provide interventions targeted to factors relating to offenders' individual criminal behavior and attitudes. (2A-06)
9. Develop a case plan.
10. Provide re-entry planning and assist with re-entry programming.
11. Refer offenders to, and coordinating services with, other social agencies.
12. Enforce the conditions of supervision as related to probation and parole.
13. Provide testimony and evidence in a hearing or trial.
14. Transport offenders when applicable.
15. Investigate and supervise out-of-state probationers and parolees as agreed upon in the Interstate Compact.
16. Keep informed of and adhere to current policies and procedures.
17. Participate in training programs designated by the Department of Corrections.
18. Ensure that offenders have access to supervision services twenty-four (24) hours a day, seven (7) days a week. Provide an emergency telephone number, cellular telephone number, or pager number to offenders under his supervision so they may contact him as needed during off duty hours. (2A-15)
19. Process sexual offender registrations and modifications.
20. Advise the offender of constructive and acceptable leisure time activities that contribute to a satisfactory community adjustment.
21. Assist former offenders with the Restoration of Civil Rights application.

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- B. An investigator shall comply with those duties outlined by statute, designated by the releasing authority or Corrections. Duties of a probation and parole investigator shall include:
1. Complete pre-sentence investigation reports for the courts and the Kentucky Parole Board by interviewing offenders and using background investigation tools to complete a thorough examination of the offender.
 2. Interview offenders for assigned pre-sentence investigation reports to gather information about the offender, the offender's social background, employment, education, mental health history, and substance abuse issues.
 3. Prepare pre-sentence investigation reports utilizing various resources including the offender, offender's family, court records, medical and psychiatric records.
 4. Complete thorough background investigation to include offender's prior criminal history.
 5. Prepare and maintain detailed client records and reports.
 6. Prepare all necessary documentation requested by courts, central office or Parole Board for sentencing hearings or legal purposes.
 7. Prepare and investigate all special assignments such as pardon, commutation of sentence, custody time credit and out-of-state requests for offender background information.
 8. Assess offenders according to criminogenic risks and needs.
 9. Provide recommendations to the Court regarding treatment options for mental health and substance abuse issues.
 10. Recommend interventions targeted to offenders' individual criminal behavior and attitudes. (2A-06)
 11. Utilize available community service resources to recommend probation supervision to the Courts and Probation and Parole Officers.
 12. Provide re-entry planning and assist with re-entry programming.
 13. Refer offenders to, and coordinate services with, other social agencies.
 14. Write and submit pre-sentence investigation report to the court and Parole Board.

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15. Make court appearances in regard to PSI's prepared. Participate in Court adjudication and serve as court liaison.
16. Keep informed of and adhere to current policies and procedures.
17. Participate in training programs designated by the Department of Corrections.